<u>WEBSITE ACCESSIBILITY POLICY</u>

Purpose
Western Heights Public Schools offers a wide range of web based information to parents, student, patrons, and staff members. It is our responsibility to ensure all parties are able to access the information regardless of disability. The purpose of this document is to identify policy and design requirements for developers of district web content. Our goal is not only to comply with the "letter of the law", but to act in accordance with the "spirit of law".

Policy
Western Heights Public Schools is committed to providing equal access to its web sites and web-based information for all users. This includes persons with disabilities accessing the web through disability software and hardware.

Western Heights Public Schools endorses the Web-based accessibility portion of the Oklahoma Information Technology Accessibility Standards Draft 1.0. Western Heights Public Schools also recognizes and follows the web accessibility guidelines set forth in Section 508 of the Federal Rehabilitation Act.

Definitions
> The following definitions apply to these standards.

> - *Flicker.* A repeated, rapid, or fluctuating variation of brightness, contrast, or position on a display.
> - *Key pages.* Pages that represent the upper portions of a website's hierarchy with respect to navigation including home pages of major subdivisions of content or services.
> - *Meaningful text equivalent.* Text that accurately and thoroughly conveys the content of a non text element.
> - *Modification.* Alterations or deletions in a web page, document or component, except where the changes are the result of:
>   -Automated retrieval of information from a database;
>   -Content retrieved, framed or otherwise imported from an external site or web-based service;
>   -Replacement of digital publications received from outside sources.

Web-based Content

These standards will apply to all Internet and Intranet content. The Report Portals and Microsoft Class Server will conform when proprietary software permits.

The following specifications on the left are defined by the Oklahoma Technology Accessibility Standard. The specifications on the right are additions and further clarification of the Oklahoma Standard:

	Oklahoma Standard	Western Heights Addition
a)	A. A meaningful text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content) except for captioning of audio information which shall comply with (b) of this section.	Alternative descriptions are required for all images. If an image is used for decorative purposes only, empty alt text will be used (ex. Alt=" ").
b)	Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	
c)	Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup. Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on a black and white screen.	All hyperlinks must be underlined in order to distinguish hyperlinks from text. Color cannot be the only element used to distinguish features of a page (ex. For each required field in red, add an asterisk before the label)
d)	Documents shall be organized so that they are readable without requiring an associated style sheet.	
e)	Redundant text links shall be provided for each active region of a server-side image map.	
f)	Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	
g)	Row and column headers shall be identified for data tables.	
h)	Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	
i)	Frames shall be titled with text that facilitates frame identification and navigation.	
j)	Pages and elements shall be designed so that screen flicker does not occur between frequencies 2Hz and 55 Hz.	
k)	A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the	Text-only sites must contain the same content as the pages they are modeled from. This includes providing text equivalents for all images. A text only site with the pictures removed and no equivalent explanation is unacceptable. Text-only sites are discouraged and should only be used if absolutely

	primary page changes. The non-accessible version must be as accessible as possible.	necessary.
l)	When pages utilize scripting or other programmatic elements to display content, the information provided by the script shall also be provided in an equivalent text format that can be processed and interpreted by assistive technology. When pages utilize scripting or other programmatic elements to create user interfaces, user interaction shall be input device independent.	
m)	When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with Oklahoma Software Applications and Operating Systems standards (a) through (l).	Each page must display a link at the top of the page to the plug-in download.
n)	When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	
o)	A method shall be provided that permits users to skip repetitive navigation links.	All essential site functionality will be accessible via keyboard keys.
p)	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	
q)	Use valid, industry recognized web programming standards including a document type definition or the equivalent.	
r)	Identify the primary natural language of the document.	
s)	A link to the agency's website accessibility policy (if existing) and contact information for compliance issues related to the accessibility of electronic and information technology shall be included on home pages and other key pages.	
t)	Establish complaint procedures, consistent with Section 508 of the Workforce Development Act of 1998, to be used by an individual who alleges that a state agency fails to comply with the provisions of this section;	

Adopted: 09-07-06